

UNCLASSIFIED

# VACANCY ANNOUNCEMENT

USAID/CAIRO

<b>Number:</b> 02	<b>Subject:</b> VACANCY (Egyptians)	<b>Date:</b> 1/18/16
----------------------	--	-------------------------

## PUBLICATION OF AWARD OF A FOREIGN SERVICE NATIONAL PERSONAL SERVICES CONTRACT POSITION

This publication is issued pursuant to AIDAR 706.302-70 (b) (1). USAID/Egypt intends to award three Telephone Operator positions without competition according to a Class Justification for Other than Full and Open Competition (JOFOC) and certify that the conditions of Section II (B) of CIB 97-16 are met.

Inquires may be addressed to: USAID Human Resources & Training Officer Samia Joseph, ext. 7180.

The position description follows.

<b>Position Title:</b>	<b>Receiving Agent</b>
<b>Position Number:</b>	<b>24-13</b>
<b>Organization:</b>	<b>USAID/EXO/BC</b>
<b>Salary Potential:</b>	<b>FSN-05</b>
<b>Deadline:</b>	<b>January 31, 2016 (Close of Business 4:30 pm)</b>
<b>Salary Range for a Fully Qualified Candidate:</b>	<b>Starts at LE 48,616 Gross Per Annum</b>
	<b>This amount includes taxes</b>

## BASIC FUNCTION OF THE POSITION:

Under the supervision of C&R supervisor at EXO office, the Receiving Agent (Supply Clerk) must receive and inspect promptly all Expendable (EXP) and Non Expendable (NXP) property delivered to post as to quantity, quality, and condition, and ensure that the property is in accordance with the terms and specifications of the acquisition document. For technical items Inspection will be done by a technician to make sure the specifications in the purchase order are honored. The Receiving Agent barcodes Non Expendable supplies. The Receiving Agent prepares Receiving and Inspection Report (RIR) for EXP & NXP property received noting the quantity and damages if any. Maintain records for issuing the property to the requesting office keeping records for Receiving and Issuing property. Routing the RIR to General Service Office (GSO), Controller office and State Property Management (SPM) for Data Entry.

Screening incoming mail received through courier messengers and from local mail.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

## **% OF TIME**

1. The incumbent performs all receiving functions, including unpacking, identifying and verifying received items and accompanying shipping documents against purchase orders and acknowledges receipt on those documents. And also affixing Barcode labels to non-expendable property. Inspects incoming crates and boxes and notes any discrepancies and initiates reports on missing and damaged items. Helps in unloading, moving, securing and storing of incoming expendable and non-expendable items and in preparing and assembling items for delivery to requesting offices. Giving guidance to one or two porters (Contractors) in the performance of those functions. **35%**
2. Compiles, prepares and types receiving reports using form DS127, which shows partial, complete, and /or final action for the Receiving Agent's signature. Assists in preparing, routing and distributing documents to responsible offices. Prepares and types other office correspondence using Excel & word computer applications and performs *other supply clerical tasks and duties related to receiving functions as directed by his/her supervisor*. **25%**
3. Files purchase orders, receiving reports, shipping and customs documents, cables and any other receiving documents. Maintains comprehensive log of the delivery receipts. **20%**
4. Assists in notifying customers of incoming shipments in order to schedule deliveries and pickups and ensures that schedules are met in a timely fashion. **10%**
5. Receiving incoming mail from the courier service companies and from the local mail, open letters to screen them in the mail screening facility. (Backup for the mail room clerk) **10%**

## **REQUIRED/DESIRED QUALIFICATIONS:**

- a. Education: Completion of Secondary School is required.
- b. Prior Work Experience: One year of warehousing and supply operations experience is required.
- c. Post Entry Training: N/A
- d. Language Proficiency: Level III (good working knowledge) in written and spoken English and Arabic Ability is required.
- e. Job Knowledge: Good knowledge of USAID supply operations, procedures and instructions
- f. Skills and Abilities: Must be able to type at level I (30-35 wpm) and to file documents. Must be able to prepare clear and concise receiving reports in correct English. Must be highly organized and be able to maintain a comprehensive set of logs and files. Must be tactful and able to communicate well in both English and Arabic. Precision and attention to details are required. Must be capable of performing moderate arduous work, including heavy lifting. Must be able to operate the types of materials handling equipment utilized. Basic level in Excel and Word is required.



**POSITION ELEMENTS:**

- a. Supervision Received: Directly supervised by the Communication and Records Supervisor. The incumbent must be able to work and perform duties independently and effectively with general supervision only.
- b. Available Guidelines: Guidelines are provided by technical assistance from supervisor also 6 FAM General Services & ADS Chapter 534 Personal Property Management Overseas
- c. Exercise of Judgment: Considerable judgment required in determining discrepancies between receiving documents and incoming shipments and to coordinate the delivery of items, also Judgment is employed in making best use of available space in storage of items.
- d. Authority to Make Commitments: None
- e. Nature, Level, and Purpose of Contacts: Internal: Basic contacts with all USAID personnel, to notify them regularly of the incoming shipments and coordinates delivery of items. External: Basic contacts with delivery responsible from the vendors to schedule the delivery of property for receiving on regular basis.
- f. Supervision Exercised: None
- g. Time Expected to Reach Full Performance Level: Three to Six months

  
**Cynthia Rogers**  
**Executive Officer**